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ADMIN - SRDCI/ICS 6105-87
6 January 1987

20 FEB 1987

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MEMORANDUM FOR: IC Staff Directors and Committee Chairmen

FROM:

[redacted]
Chief, Administrative Staff, ICS

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SUBJECT:

Designation of ICS Personnel Responsible
for the Preparation and Certification of
Time and Attendance Reports

1. In accordance with paragraph 2a, [redacted] and effective this date,
the following designated ICS personnel are responsible for the preparation
of Time and Attendance Reports for the offices indicated:

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<u>Office</u>	<u>T & A Clerk</u>	<u>Black</u>	<u>Secure</u>
AS			
CCISQMS			
CIPC			
CMX			
CPB/SID/CMX			
EPB/PAD/CMX			
OD/CMX			

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REB/PAD/CMX

SID/CMX

SRB/OD/CMX

FIPC & IHC

HC

LL & SS

MASINT

O/D/ICS

PBS

PPS

Registry/ICS

SC

SIRVES/SC

SORS/SC

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2. Specific responsibilities and instructions for time and attendance
reporting are contained in a copy of which is on file with the

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Administrative Staff. All Time and Attendance Reports should be processed and turned in to the Administrative Staff NLT 1200 hours on Friday of the end of the pay period for forwarding to the Payroll Office.

3. The following senior officers are delegated to certify all regular time, occasional overtime, and holiday work in their offices as outlined in

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<u>Office</u>	<u>Designee</u>
AS	C/AS and DC/AS
CCISCMS	D/CCISCMS and DD/CCISCMS
CIPC	Chairman/CIPC and VC/CIPC
CMX	Chairman/CMX and VC/CMX
CPB/SID/CMX	C/CPB/SID/CMX
EPB/PAD/CMX	C/EPB/PAD/CMX
OD/CMX	C/OD/CMX and DC/OD/CMX
REB/PAD/CMX	C/REB/PAD/CMX
SID/CMX	C/SID/CMX and DC/SID/CMX
SRB/OD/CMX	D/SRB/OD/CMX
FIPC & IHC	Chairman/FIPC and Chairman/IHC and VC/IHC
HC	Chairman/HC and VC/HC
LL & SS	C/LL and C/SS
MASINT	Chairman/MASINT
O/D/ICS	D/ICS and DD/ICS
PBS	D/PBS and DD/PBS
PPS	D/PPS and DD/PPS
Registry/ICS	C/AS and DC/AS
SC	Chairman/SC and VC/SC
SIRVES/SC	C/SIRVES and VC/SIRVES
SORS/SC	C/SORS and VC/SORS

4. Any questions regarding time and attendance reporting should be referred to [redacted] of the Administrative Staff. She may be reached on [redacted]

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[redacted]
Chief, Administrative Staff, ICS

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